8

OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE, NORTH DISTRICT ROHINI COURTS COMPLEX, DELHI.

C I R C U L A R

Sub:- Directions regarding submission of monthly, quarterly statements and other time bound reports etc.

It has been brought to the notice of the undersigned that monthly, quarterly statements and other time bound reports etc. requisitioned by the Judicial Branch, North District, Rohini Courts, Delhi are being furnished by the Readers/Ahlmads/Assistant Ahlmads/Stenographers/Naib Nazirs/Civil Nazirs of the Court with considerable delay. This delay has resulted in the office being late in forwarding the same to the Hon'ble Supreme Court of India, Hon'ble High Court of Delhi, Headquarters and other Authorities which not only adversely affects the functioning, efficiency and image of this office but also leads to unnecessary follow-ups, physical visit to the court and reminders impacting work productivity and wasting valuable time. The said negligence of such officials not only creates hardship in preparing consolidated reports at the eleventh hour in delay but also invites unwarranted reminders from the Higher authorities.

In light of the foregoing, in order to maintain the efficiency, all Readers/ Ahlmads/Assistant Ahlmads/Stenographers/Naib Nazirs/Civil Nazirs of the courts are directed to furnish the monthly, quarterly statements and other time bound reports etc. required by the Judicial Branch (North) within the stipulated time-frame and such reports must be completed, accurate, and in the required format. Any lapse or delay in forwarding the required above-mentioned reports must be explained in writing. **It is further directed that such statements and reports must be duly approved and certified by the respective Presiding Officer/Judge and the Branch In-Charge, as the case may be before submission to the Judicial Branch.**

It is also impressed upon all the Judicial Officers of North District to ensure compliance of these directions in their respective courts in letter and spirit that monthly statement, quarterly statements and other time bound reports sought by the Judicial Branch is submitted expeditiously within the stipulated time frame for onward transmission to the concerned higher authorities.

Non-compliance of the above order shall be viewed seriously and disciplinary proceedings shall be initiated against the concerned official/s, as per rules.

Nisha Sahay Saxena
Principal District & Sessions Judge (North)
Rohini Courts Complex, Delhi.

No. 31286-31351/F2(1)/Judl./North/RC/2025 Dated 10/9/2025

Copy forwarded for information, necessary action and compliance to :

1. Ld. Registrar General, Hon'ble High Court of Delhi at New Delhi.
2. Ld. Principal District & Sessions Judge (HQs), Tis Hazari Courts Delhi.
3. Ld. Principal District & Sessions Judge, North-West District, Rohini Courts, Delhi.
4. All the Ld. Judicial Officers posted in North District, Rohini Courts, Delhi with the request to bring the same to the officials working under their kind control and to ensure compliance.
5. All the Branch In-Charges posted in the North & Common Branch (N/W) District, in which staff is posted from the North District, Rohini Courts, Delhi.
6. The Branch In-Charge, Computer Branch, Rohini Courts, Delhi for uploading the same on the officials website of North District.
7. The Record Officer, North District, Rohini Courts, Delhi.
8. The Branch In-Charge, R&I Branch for uploading the same on LAYERS.
9. Personal Office of the undersigned.

Principal District & Sessions Judge (North)
Rohini Courts Complex, Delhi.